



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

**JOB OPPORTUNITY BULLETIN:**

**OFFICE TECHNICIAN (TYPING)**

<b>SALARY RANGE:</b>	<b>Range A: \$2,740 - \$3,429 per month*</b>  <i>*The above starting salary applies to those first entering state service. The maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i>
<b>TENURE/TIME BASE:</b>	<b>Permanent/Full Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Medical Services Department</b>
<b>FINAL FILING DATE:</b>	<b>Until Filled</b>

**DESCRIPTION OF DUTIES:** Sonoma Developmental Center, Medical Services Department, has an immediate opening for an Office Technician (Typing). The Office Technician in the Medical Services Department is responsible for providing general clerical support to immediate staff, provides customer service in a professional manner. The Medical Services Office Technician consistently exercises a high degree of initiative, independence, and originality in regularly performing the most difficult tasks. The incumbent is expected to have knowledge of modern office equipment, office methods, policies and procedures as well as a sound understanding of the use of business English (both written and verbal), and the ability to make arithmetical computations.

The Medical Services Office Technician serves as a timekeeper for assigned staff; maintains and tracks data and reports due dates; operates office machines including photocopiers, facsimile machines, computers, evaluates situations accurately and takes effective action. The individual must have the ability to read and write at a level required for successful job performance; prepare detailed reports, maintain confidential records; prepare reports/correspondence independently utilizing a extensive knowledge of vocabulary, grammar and spelling; operates various computer programs including but not limited to Microsoft Word, Microsoft Excel, Access and Power Point. The individual in this position represents the Department and meets with the general public, volunteers, employees and consumers. This requires the ability to communicate effectively. Additional tasks are scheduling meetings, maintaining appointment calendars; creating/updating database systems and tracking various types of information.

**IMPORTANT NOTE:** A California Department of Human Resources-Approved Typing Certificate demonstrating the candidate's ability to type a minimum of 40-wpm within a 5-minute timed test, issued within the last 4 years, is a requirement for appointment into this classification. Approved typing certificates may be issued by universities, colleges and/or business education schools. Typing tests administered on-line, by employment agencies, and tests longer in duration than 5 minutes are NOT approved by the California Department of Human Resources and cannot be considered. Applicants must submit a photocopy of their certificate with their completed STD. 678, State of California Employment Application when applying for this vacancy.

**WHO MAY APPLY:** Candidates must possess Civil Service Eligibility to apply. Civil Service Eligibility consists of: Current or former California State Civil Service employment (lateral transfer or reinstatement) or list eligibility. Per the California State Personnel Board's Rule 250, all applicants must meet the Minimum Qualifications as outlined in the Job Specification. The Job Specification and related information may be located by visiting: [www.calhr.ca.gov](http://www.calhr.ca.gov) Applicants must specify the type of civil service eligibility they possess on the application. Applications may be obtained from the Human Resources Office at Sonoma Developmental Center or downloaded from this site. Appointments may be subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), Re-employment List procedures, a pre-employment physical, drug screen and fingerprint clearances. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews.

**SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:**

Sonoma Developmental Center  
Human Resources Department – Room #124 PAB  
P.O. Box 1493 (Please use P.O. Box for mailing)  
15000 Arnold Drive  
Eldridge, CA 95431  
(707) 938-6816 Contact Marni Sager with questions specific to duties of the position. Eligibility will be determined by the selection analyst in the Human Resources Department.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.